

DDA 85-0060/17
3 May 1985



MEMORANDUM FOR: Acting Director of Central Intelligence

100-15

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 3 May 1985

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. On 25 April, the Director of Personnel (D/OP) appeared before the House Post Office and Civil Service Committee which has been holding hearings on the supplemental retirement issue. At this hearing the Committee was seeking input from organizations with special retirement systems, and the D/OP provided substantive background information on the Agency's retirement system requirements. The testimony outlined the demands, hardships, and requirements, and was extremely well received by the committee. An Employee Bulletin and WWSB providing the transcript of the testimony are being published.

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c. On 25 April, by popular demand, the Federal Women's Program, OEEOP/OP sponsored the return of Dr. Julie White's one-day seminar and workshop on "Professional Impact/Personal Power." Dr. White discussed proven techniques with practical applications that can make a difference in how employees perform on the job. She covered such subjects as how to project a strong professional image, communication with impact, and effectiveness in meetings and presentations. Two-hundred men and women participated, and the program evaluations were excellent.

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d. Tunneling operations and installations of the storm and sanitary sewers south of the Headquarters Building are continuing. A new pedestrian path through the woods from South Parking Lot is under construction. This is necessary in order that the tunneling operation can take place to make connection with the storm and sanitary sewers inside the construction site.

e. As the Agency parking deck nears completion, work is scheduled to begin on the extension of the permanent West Parking Lot #1 which is to the north of the parking deck. When the placement of gravel and grading is completed, the entire West Parking Lot #1 will receive new asphalt topping. This will provide approximately 250 additional parking spaces.

f. Renovations to the cafeteria are continuing. Painting of the existing curtain walls and induction units in the South Cafeteria has been completed in the center bay area. Painting of the ceiling in the center section was started, and final ceiling dry wall finishing operations in the mezzanine area were completed. The mezzanine area is scheduled to be painted the weekend of 4 May. The contractor is continuing work on the new metal lath and plaster work around the border of the mezzanine area. With the exception of two 28-foot, partial-height partition walls, all of the millwork was set in the far bay area. Additional millwork is scheduled to be set next weekend.

g. The installation of solar film on windows in the offices of the DCI, DDCI, DDA, ADDA, DDO, and the ADDO, and the suites of the DDI and the Executive Director have been completed.

h. The Office of Logistics, Motion Picture Television (MPTV) Center, is preparing 3,000 feet (75 minutes) of film footage for a project entitled "The Life of General William Donovan." The MPTV Center will use the Oxberry Special Effects Printer to convert, edit, color-correct, and otherwise "massage" the customer's original 35mm film into the more usable 16mm format. In addition, MPTV will pull 1,000 feet (25 minutes) of soundtrack from the 35mm film, adjust same, and convert it to 16mm format. The final product is for use by the Donovan Foundation.

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S E C R E T

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m. Preliminary plans were made to sponsor another security awareness program for the Agency population. General and Mrs. James L. Dozier have agreed to address an Agency-wide audience on the topic, "International Terrorism and the Hostage Experience." This presentation has been tentatively scheduled for 1000-1130 hours on Wednesday, 10 July 1985, in the Headquarters Auditorium. General Dozier was very receptive to the idea of addressing an Agency audience on this topic.

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S E C R E T

o. On 26 April, Office of Security representatives attended the graduation of 30 Security Protective Officers from an eight-week training course at the Federal Law Enforcement Training Center at Glynco, Georgia. These 30 graduates will be part of a contingent of 55 armed and uniformed Security Protective Officers manning posts at designated Headquarters facilities circa 15 May.

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r. On 29 April 1985, the "pilot run" of the Personal Security Course (PSC) began with 23 trainees reporting for the one-week program. The "pilot run" and the first three formal runnings of the PSC have been dedicated to pick up the "overflow" of personnel who have submitted requests for the Countering Terrorist Tactics Course. Prior to the "pilot run," 30 trainees were confirmed, but only 23 trainees reported for the training (seven cancellations). Attending the course are 11 DA representatives, two DS&T and ten from the DO. The "studio," located in the basement of the Chamber of Commerce Building, was remodeled for the self-defense tactics portion of the course and is proving to be an excellent facility.

3. Significant activities anticipated during the coming week:

a. On Wednesday, 8 May, the DDA will address the Office of Finance Conference

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b. On Thursday, 9 May, the DDA will attend a luncheon in the Executive Dining Room, hosted by the DDCI, for the Executive Seminar in National and International Affairs.

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Harry E. Fitzwater

S E C R E T

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Orig - DCI
1 - DDCI
1 - EXDIR
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1 - Ea. DA OD (via AIM/Wang)
1 - SSA/DDA
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1 - HEF Chrono
1 - EO Subj

S E C R E T